

MRPBS Web Steering Project Leader Meeting

April 1, 2004

9 MT, 10 CST, 11 EST

Conf. Call No. 1-877-633-0758

Participant code: 149795

Participants: Lynn Barba, Marianne Wendling, Sheri Wilkerson (backup for Gretchen Strecker), Dixie Simon

There were a lot of decisions made during this meeting so you may want to at least skim the bolded information below. Blue is full discussion/ red is the action needed

Meeting Agenda (discussion and decisions made are in bold):

- Home page changes – black buttons added in place of the blue buttons
 - **Additional change on next update – move black buttons down and the text for MRPBS up under APHS**
- Search feature on site has finally been fixed – **will relocate to a black button at the top of each page when template changes are made next (will replace the Employee Directory button, but will move to the far right). Also, when Search is selected, a pop-up window will open so the current page the customer is on does not get lost in while they are running the search.**
- Discussion of overall site changes - Unused text links on main pages
 - **Dixie to complete site analysis by division, provide reps a list of recommended changes to site (sub)category listings**
- Review the top level site categories – change some to be more useful?
 - **Program Emergencies – discussed removal since EPRD has been abolished – decision was to keep as a main category for now but to remove the existing info. Will add info from Joe Frick's group when it is attained. New Program Emergencies Category Listing:**
 - **Program Emergencies**
 - **Manual (I'm not sure what the manual title is)**
 - **1st Responders Listing**
 - Divisions/Employee Directories
 - **Remove Employee Directories button and move Mr. Hudnall's welcome info off the News & Information page to the Divisions page – all directories are accessible from the Division pages – Task for group – come up with button name that describes Division overviews & employee directories information in a couple of words. Couple of ideas – About us, About MRPBS, leave as Divisions**
 - Reference library
 - **Clean up repetitive links – Lynn will fax Dixie HR links that will be removed, page will be updated and put on-line for the rest to review for additional items that can be removed.**

- **Change name from Reference Library to Quick Links**
- Font matching – **Decision was to change all fonts on site to Arial during next template update.**
- News & Information page - who is responsible for providing updates to this page
 - **All reps and Dixie are responsible for making sure items are added and deleted from this page. Dixie will continue to add items, reps can also add along with requests that info needs to be added to this page.**
- What do we want to do when all of the old sites go away (April 30 is the projected)
 - **Send an all APHIS-wide email announcing the new site**
 - How else can we market the new site
 - **Divisional reps (at their own discretion) can send emails to their divisions with highlights to market their divisions**
 - **Talk with Mary Ann Hines about getting a temp link somewhere on the APHIS site**
- Survey our customers on the new site
 - **Anyone want to volunteer to write up the survey info**